

JOB ANALYSIS QUESTIONNAIRE

CLASSIFICATION: Equipment Mechanic II	INCUMBENT: John Doe	DATE OF ANALYSIS: December 2, 1997
DEPARTMENT: General Services DIVISION: Fleet Services	SUPERVISOR: Jane Doe, Superintendent	ANALYSIS CONDUCTED BY: Marta I. Rebella

<p>PURPOSE OF JOB - Give a general summary or overview of the job.</p> <p>Performs journey level work in the maintenance, repair and over-haul of a wide variety of automotive, construction and other gasoline or diesel powered equipment.</p>	<p>LIST OTHER EMPLOYEES/POSITIONS PERFORMING SIMILAR DUTIES:</p> <p>22- Equipment Mechanic II's 23- Equipment Mechanic I's</p>
---	---

FUNCTIONS - List in priority order. Mark each function as either essential (E) or marginal (M).	FREQUENCY D = Daily W = Weekly M = Monthly Y = Yearly	PHYSICAL &/OR MENTAL ABILITIES - TOOLS & EQUIPMENT.
<p>1. (E) Examines and locates mechanical defects in a wide variety of vehicles, fire trucks, refuse trucks and construction equipment; diagnoses trouble and determines the extent of necessary repairs; performs major mechanical repairs; disassembles, repairs, and replaces worn parts, fits new parts, and adjusts water and fuel pumps, carburetors and fuel injectors, governors, starting motors, clutches, differentials, brakes, and steering gear; tunes up engine; takes compression tests; repairs standard and electronic ignition systems and adjusts timing and valves; replaces or adjusts emission control systems; installs new or rebuilt engines; overhauls hydraulic, booster, and vacuum systems; rewires and reconditions electrical systems; repairs or replaces exhaust systems, ignition and door locks, window vents and regulators, and dash gauges; uses arc and gas welding equipment and techniques to construct, repair, and modify parts and equipment; performs basic body repair work and machine shop work; keeps records of time, materials, parts, and work performed.</p>	<p>Daily - 80% to 100% of time, depending on assignment.</p>	<p>Considerable knowledge of techniques and methods of overhauling and repairing gasoline and diesel powered equipment and related components, including engines, carburetors, and electrical systems; theory, care, and operation of gasoline and diesel powered internal combustion engines and mechanical components for the maintenance and repair of mechanical equipment; methods, materials, tools, and equipment of the trade and their use in the maintenance and repair of mechanical equipment; preventive maintenance inspection methods.</p> <p>Ability to communicate clearly and concisely, both orally and in writing.</p> <ul style="list-style-type: none"> - perform journey-level equipment mechanical work including troubleshooting of equipment for both major and minor repair work. - operate a variety of vehicles and equipment. - accurately determine mechanical repair needs and estimate cost and time of repairs. - understand and carry out oral and written directions. - establish and maintain effective working relations with those contacted in the course of work. - perform minor and major mechanical work on equipment. - use a variety of tools and equipment with skill. - maintain a variety of shop and repair work orders/records.

John Doe, Equipment Mechanic II

JOB ANALYSIS QUESTIONNAIRE

FUNCTIONS - List in priority order. Mark each function as either essential (E) or marginal (M).	FREQUENCY D = Daily W = Weekly M = Monthly Y = Yearly	PHYSICAL &/OR MENTAL ABILITIES - TOOLS & EQUIPMENT.
1. (E) Continued		<ul style="list-style-type: none"> - work safely. - stand for 1 hour per day while making repairs, using hand tools, performing inspections and changing tires. - walk intermittently to get vehicle to be repaired, get tools or parts. - sit intermittently while driving vehicle from lot to repair area, on stool to make repairs and diagnose problems. - lift up to 58 pounds, 2 to 5 times per week to replace tires, batteries, manifolds, engine heads, exhaust systems, etc. - lift up to 19 pounds on a regular basis such items as tools, parts, starters, generators, etc. - carry up to 19 pounds on a daily basis such items as tools, parts, starters, generators, etc. - pull and/or push up to 10 pounds approximately 5 feet on an intermittent basis such items as battery charger, floor jack, transmission jack, fuel caddy, etc. - stoop and/or bend on a regular basis throughout the work day to perform repairs, diagnose problems and change tires. - climb ladders or steps on a regular basis, stools, step ladder, to get in and out of vehicles. - kneel and/or squat as needed to pick up items, performing repairs and inspections. - reach above shoulder level on an occasional basis to get parts, attaching lifting devices, performing repairs and inspections. - reach below shoulder level on a repetitive basis to retrieve tools, parts, performing repairs and inspections.
2. (E) Drives a tow truck to various locations; makes minor repairs in the field such as jump starting a vehicle, replacing a battery or tire or any minor adjustment that will make the vehicle operational; attaches vehicle to towing apparatus and tows vehicle to the garage.	Daily 20% of the time, depending on assignment.	Same knowledge requirements as function #1. Ability to communicate clearly and concisely, both orally and in writing. <ul style="list-style-type: none"> - perform journey-level equipment mechanical work including troubleshooting of equipment for both major and minor repair work. - operate a variety of vehicles and equipment and a tow truck on a regular basis. - accurately determine mechanical repair needs. - understand and carry out oral and written directions. - establish and maintain effective working relations with those contacted in

		the course of work.
--	--	---------------------

JOB ANALYSIS QUESTIONNAIRE

FUNCTIONS - List in priority order. Mark each function as either essential (E) or marginal (M).	FREQUENCY D = Daily W = Weekly M = Monthly Y = Yearly	PHYSICAL &/OR MENTAL ABILITIES - TOOLS & EQUIPMENT.
2. (E) Continued		<ul style="list-style-type: none"> - perform minor mechanical work on equipment. - use a variety of tools and equipment with skill. - maintain a variety of repair work orders/records. - work safely. - stand on a frequent basis while making repairs, using hand tools, performing inspections and changing tires or batteries. - walk on a frequent basis from tow truck to vehicle to be repaired, get tools or parts. - sit on a frequent basis while driving tow truck from location to location. - lift up to 50 pounds on an occasional basis to replace tires. - lift up to 19 pounds on a regular basis such items as tools, parts, starters, generators, etc. - carry up to 19 pounds on a daily basis such items as tools, parts, etc. - pull and/or push up to 50 pounds approximately 10 feet on an intermittent basis such items tires, jack, tools, etc. - stoop and/or bend on a regular basis throughout the work day to perform repairs, diagnose problems and change tires. - climb steps on a regular basis, to get in and out of vehicles. - kneel and/or squat as needed to pick up items, perform repairs and attaching vehicles to towing equipment. - reach above shoulder level on an occasional basis to get into truck and grabbing hand grip. - reach below shoulder level on a repetitive basis to retrieve tools, parts, performing repairs and inspections, handling chains and the steering wheel.

JOB ANALYSIS QUESTIONNAIRE

<p>WORK ENVIRONMENT - Describe the work environment of the job such as office setting, outdoors, shop, etc.</p> <p>80% of the time is spent in the repair shop and 20% is spent out in the field in a mobile truck repairing vehicles.</p>	<p>SAFETY CONSIDERATIONS - Describe any hazardous working conditions, moving machinery, handling dangerous solvents, working in confined spaces, etc.</p> <p>Mechanics work on a variety of equipment which may need to be test driven to diagnose problems. When making repairs, mechanics may work on equipment that is hot, with vehicles up on lifts, climb ladders or enter confined spaces such as the back of garbage trucks. In the normal course of work, works with solvents such as gasoline, diesel fuel, WD 40, solvents and aerosols. Mechanics wear chemical gloves when cleaning parts in solvent and use respirators when working in confined spaces.</p>
<p>SUPERVISION - Describe supervision received such as direct supervision, access to supervisor as needed, limited supervision, works as a member of a team, etc.</p> <p>Mechanics are given work orders on a daily basis. When work is completed they fill out the work order indicating the diagnosis, work done, amount of time spent and parts used. Their work is periodically spot checked by the supervisor.</p>	<p>PRODUCTION STANDARDS - If applicable. Describe whether job requires completion of a set number of items during a specified period of time. For example, must read 200 meters per 8 hour work day.</p> <p>The standard used for Mechanics is 1500/year of direct bill hours or 125 hours per month.</p>
<p>MINIMUM QUALIFICATIONS - List education, certificates, licenses and/or experience required to perform the duties of the job.</p> <p>Possession of a valid California Drivers License, Class A or B.</p> <p>Four years of experience as an Equipment Mechanic I with the City of Long Beach or 2 years of experience as a Mechanic and 2 years of college or trade school in automotive repair.</p>	<p>OTHER RELEVANT INFORMATION</p> <p>Mechanics diagnose, repair, overhaul and maintain approximately 1500 pieces of rolling stock including refuse trucks, dump trucks, fire trucks, police vehicles, gang mowers and a variety of construction equipment powered by gasoline, diesel fuel or natural gas.</p>